

# Menlo Family Housing

1230 S. Menlo Avenue

Los Angeles, CA 90006

Target Population –

Homeless or Chronically Homeless

Transition Age Youth & Multifamily with Special Needs



## Seeking Eligible Applicants for Menlo Family Housing Current TAY Vacancies and Waitlist

Tenant Eligibility Criteria for MHSA UNITS:

- ❖ Annual household income of 30% Average Median Income or less (5 persons \$27,330; 6 persons \$29,340).
- ❖ Must meet federal definition of “homeless” or “chronic homeless.”
- ❖ Must be certified by Department of Mental Health /Housing Policy and Development (HP&D).
- ❖ Transition Age Youth (TAY) with severe emotional disorders or serious mental illness as defined in Welfare and Institutions Code Section 5600.3(a).
- ❖ Complete MHSA Housing Certification application packets must be submitted by case manager for MHSA units.

Housing Policy & Development (HP&D) will begin accepting Certification Applications, **UP TO 30 FOR THE WAITLIST ONLY**. HP&D will process certification applications and fax approved certifications to the referring agency and property management at MENLO Family Housing. All required documentation can be downloaded from the website. **Once 30 applications have been approved for the waitlist, the posting will be closed.**

The MHSA Housing Program Certification packet must include the following documents:

- **MHSA Housing Program Certification Application**
- **Authorization for Use/Disclosure of Protected Health Information (PHI Form)**
- **MHSA Agency Verification of Homelessness**
- **MHSA Certification of Residency in a Homeless Facility (if Applicable); or**
- **A Letter drafted and signed by the Program Head, verifying Homeless History**
- **Service Responsibility and Commitment form**
- **Verification VI-SPDAT Survey Administration & Performance Management System Entry**

Complete & fax these forms to: HP&D at (213)637-2336, **ATTN:** Housing Coordinator. Once processed, HP&D will fax a confirmation of the certification to the Referral Source (Client's Case Manager) identified on the MHSA Housing Certification Application form.

Once the MHSA Housing Certification Application has been approved and your consumer is placed on the Property Managements waitlist, the consumer and/or case manager listed on the application may be contacted as MHSA units become available.

### <sup>1</sup>Federal Definition of Homelessness –

1. an individual who lacks a fixed, regular, and adequate nighttime residence; and
2. an individual who has a primary nighttime residence that is -
  - A. a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
  - B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
  - C. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

### Federal Definition of Chronic Homelessness –

1. 365 consecutive days or one continuous year of HUD homelessness; OR
2. 4 episodes of HUD homelessness in 3 years
3. must have a disability

